

Customer and Local Services

Retention periods for information processed by the **Change and Projects (C&P) Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Data analysis working data (FOI, States Questions, Scrutiny, etc.)	5 years following presentation of results	Delete	n/a
Annual Report	10 years	Delete	Archive
Annual Report working papers	10 years	Delete	n/a
Business Plans	10 years	Transfer to Jersey Archive on production	Archive
Business Plans supporting papers	10 years	Delete	n/a
Project governance documents (including Lean) – A3 scope; PID; closure report; etc.	10 years following project closure	Transfer to Jersey Archive	Archive
Senior Management Team minutes (strategic and operational)	10 years	Transfer to Jersey Archive	Archive
Survey data	1 year	Delete	n/a
Systems testing records – test plans; test results; etc.	5 years	Delete	n/a
Systems testing records – test scripts	1 year	Delete	n/a
Systems technical documentation – requirements; specifications; use cases; etc.	5 years following cessation of use	Delete	n/a